

**National Association of Federal Retirees
Fredericton and District Branch (NB62)
BOD Meeting – February 6, 2016 - 9:30AM
Hazen Park Centre, Oromocto**

PRESENT

Elliott Keizer, Denise Blanchard, Ron Brooks, Frank Sauntry, Cyril Theriault, Jacques Piché Clayton Tupper, Chris Goddard and Wilson King.

ABSENT

Norm Sheen, John Richards, Wayne Gunter, Wendy Creighton and Rae Hopper.

1. WELCOME

Elliott Keizer, President, welcomed everyone to the meeting.

2. APPROVAL OF THE AGENDA

Some changes were made:

- Move 4d) i) BOD member's duties and responsibilities together under 4) a) Special events function: delegation of duties.
- Under 4) d) By-Laws add 2 sub-categories: number of copies and numbers on board.
- Add 4) g): Strategic Plan
- Remove 5) d) ii): Spring Meeting - update

Motion to approve the agenda with the changes.

Moved by Jacques; Seconded by Cyril

APPROVED

3. MINUTES

Motion to approve the minutes of November 21, 2015 as circulated.

Moved by Jacques; Seconded by Cyril

APPROVED

4. BUSINESS FROM THE MINUTES

a) Board of Directors duties and responsibilities – Cyril

Wendy Creighton sent her resignation letter by email on February 4th, effective immediately. Elliott read her resignation letter.

Each post holders were asked by Cyril to review and update their duties by mid-January so the Board could review them by the February 6th meeting. Frank suggested in reply to Cyril's request that the Executive Committee get together to review the list of all the duties before it goes to all of the board members.

Compounded by Gary's resignation there is now a need to split his duties among the board members. Clayton suggested that the Health Director's position be eliminated; Denise read the duties of the Health Benefits Director; items 5 and 6 are not applicable anymore. The Executive Committee meeting date is to be decided later after March 24th.

b) Special Events Function: delegation of duties – Elliott

Special Events Director duties were assigned as follows:

- Responsibilities associated with the Spring and Fall Dinners: **to be assigned later**
- Pre-retirement and SCAN seminars and maintaining the branch projector - **Wayne**.
- Branch announcements for insertion into SAGE and semi-annual Branch newsletter - **Cyril**
- Booking meeting rooms at Hazen Centre and picking up key for Hazen Centre as required – **Denise**
- Miscellaneous duties, i.e. planning sessions, regional meetings in our region, donations to charities, etc. – **Ad hoc**

c) May 2015 AGM minutes (draft) - Elliott

Discussion on when to put the 2015 AGM minutes on our website.

Decision: Interim approval by Branch board; approved by Branch Annual Meeting: pending.

d) New partner: Audiocorp - Ron

Audiocorp was approved as a new partner by email in December 2015. Up and running with the agreement that we have with Audiocorp. Add to the website and send an email to our members.

e) By-Laws – Proposal to 2016 AMM - Cyril

This Board has approved the By-laws. Come May 3rd Annual General Meeting we will need a proposal to go before the meeting that the By-laws be approved. There were two versions of the proposal; the first one, clause no. 2 says, “*the Branch board may designate that some members may be elected for a 1 year term as opposed to the 2 year term, from time to time, as necessary*”.

Some concern were raised about it and no. 2 became no. 3 in the new version; it reads like this: “*With respect to clause 6.4 Election and Term of Office, in order to achieve an equal number of staggered term end dates, the Branch board, through the nominating committee, may designate that some members to be elected as directors in May 2016, may be elected for a 1 year term as opposed to 2 year term*”.

Question was raised regarding clause no. 3: how to determine which directors will be 1 year and which director will be 2 years since most of the directors are up for renewal this year. Following a discussion, it was decided that it will go to the AGM on the recommendation of the Nominating Committee and it will get us into the new By-Laws with a staggered board.

Motion to approved the By-Laws to be approved at the AGM.

Moved by Cyril; Seconded by Ron

APPROVED

Number of copies - Cyril

Motion to approve the printing of 15 copies of the motion and the by-laws and the motion and make them available prior to and at the AGM.

Moved by Cyril; Seconded by Ron

APPROVED

Number of members on the board - Cyril

Following a comment made by Wendy in her letter of resignation, there was a

discussion on the amount of members on the board. Are 12 to 14 members on the board to large?

Motion that 12-14 members on the BOD is the right amount.

Moved by Cyril; Seconded by Clayton

APPROVED

f) Appoint observer to 2016 AMM, June 15-17 – Elliott

Motion that Cyril be appointed as the observer at the AMM meeting.

Moved by Ron; Seconded by Jacques

APPROVED

g) SAGE Insert proposal – Elliott

Following a proposal by Gary that we have two free inserts but not restricting them to any particular issue. Gary sent emails to Sayward Montague saying that we are attempting to develop a motion regarding the two free inserts and ask for comments. Elliott talked to Nathalie Trépanier; she said that she would try to work something more favorable. However, National Office will not re-submit the initial proposal.

Ron moved that we go ahead with the proposal of two flexible issues.

Seconded by Cyril

APPROVED

h) Strategic Plan

Elliott sent an email Leonard LeBlanc and Peter Kerr in November regarding the rework of the 2016-2018 Strategic Plan and suggested that the National Board provide for Branches to have a chance to comment on it before it is “finalized” for the AGM. Following this, no actions were taken.

5. REPORTS

a) Health Benefits - Clayton

No activity to report.

b) Membership (reminder notice) - Elliott

Elliot read Wayne’s report. NAFR Branch began 2015 with 2093 members on January 1, 2015 and ended the by December 31, 2015 with 2112.

The new membership card printer used the NAFR member mailing list for the notices dues payment but missed sending them to several members. It’s not possible to know which members did not receive their notices for payment of dues unless the members called us.

Year 2015 began with 2093 members; we gained 88 and lost 93 so, the ending membership should have been 2088 and not the 2112 as reported above. Wayne contacted Ottawa to help resolve this problem; no answer at the time he wrote this report.

i. Lost members and invalid emails – Denise

Denise spent the last 3 weeks contacting members who had a wrong email address. There were about 75 emails return and most of them were updated except 16. Members whose phones were no longer in service were sent a letter to update their contact information.

There are 41 members with no contact information in CRM.

ii. Active unpaid non DDS Members to Cancel – Denise

CRM shows a total of 14 members that are unpaid. However, Frank's report shows 70. There seems to be discrepancy and Denise will investigate further.

c) Finance - Frank

Frank presented the unaudited earnings-loss report. It might be significantly different at the AGM. Audit is being undertaken at the present time. Auditor should not have access to CRM but Privacy Regulations does not say that non-members can't have access.

Frank moved to accept the report as presented; seconded by Clayton

APPROVED

d) Special Events

I. Dinner: pay by email transfer – Denise (for Wendy)

Frank has received confirmation from the Credit Union that this can be done. It is up to the Board to decide when and how to implement this practice. Frank stated that he would do it on a trial basis with the BOD members.

II. Spring Meeting – update. Add to the April 9th agenda

III. Information Session. Add to the April 9th agenda.

e) Nominating Committee – Ron

The following Board members are reoffering for two years: Cyril Theriault, Wayne Gunter, Ron Brooks, Clayton Tupper, Wilson King, Norm Sheen, Denise Blanchard and Jacques Piché.

Elliott Keizer as president, will be automatically extended a further year if the above-noticed motion passes.

Frank Saunry is re-offering for one year as he will be stepping down after the September 10th Board meeting; John Richards will take Wendy's letters (A-C) for one year. Chris Goddard our website manager, has offered to be on the board and he was appointed; it will be confirmed at the AGM.

We should send an email and write on our website that "in the upcoming year the branch will be in need of volunteers".

Gary has offered to assist in nominating committee. Ron confirmed that Ian Culligan is interested in becoming a Director but not to take any special roles. Ron suggested that if Wayne is interested in membership recruiting he could take the role of Membership Promotions and doing the seminars and information sessions.

Motion to appoint Chris Goddard as Director to finish Wendy's term; to be confirmed at the AGM. John Richards as Director (A-C).

Moved by Cyril; Seconded by Jacques

APPROVED

6. NEW BUSINESS

a) 2017 Forecast Budget – Frank. Add to the April 9th agenda.

b) Comments on happenings since last meeting – Elliott

Not much has happened. Leonard LeBlanc will be renewing for another year as National Director. Two people in Ottawa are interested in the National President's position: Jean-Guy Soulières and Konrad von Finckenstein. He received a call from Jean St-Pierre regarding the Regional Meeting on April 28-29 in Moncton. He is still trying to work on CRM training. Volunteer work: to nominate Gary and Wendy for a Branch Level Award at the AGM. Denise will check about those awards.

c) Seniors' Round Table update – Denise (for Wendy)

Since it is a long report, Denise will send the report with the attachments to the board members. Wendy never felt that there is much connection between her presence there and her membership with FSNA. However, she will keep up informed if anything comes up that would impact our members.

d) Spring Meeting Agenda – Denise. Add to the April 9th agenda.

7. Meeting adjourned at 12:50p.m.

**Next Meeting: April 9, 2016 - 9:30 AM,
2nd Floor, Hazen Park Centre, Oromocto**

Recorded by: _____
Denise Blanchard, Admin Director

Approved by: _____
Elliott Keizer, President